

PHAPlan

FIVE-YEARPLANFORFISCALYEAR2000 -2004
AnnualPlanforfiscalyear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: WaterlooHousingAuthority

PHANumber: IA050

PHAFiscalYearBeginning: 07/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

ANNUAL PLAN
PHAF ISCAL YEAR 2002
[24CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote fairness, adequate, affordable housing, economic opportunity and a suitable living environment free of discrimination.
- ☒ The PHA's mission is:
The Housing Authority of the City of Waterloo is committed to providing quality, safe, sanitary and affordable housing to eligible families in an efficient, ethical, non -discriminatory and professional manner. We will partner with our residents and others to enhance the quality of life in our community. The Housing Authority of the City of Waterloo is committed to excellence in order to promote equal opportunity, fairness, economic opportunity and a suitable living environment in housing.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies :
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)

- ☒ PHAGoal:Improvethethequalityofassistedhousing
Objectives:
☒ Improvepublichousingmanagement:(PHASscore)
☒ Improvevouchermanagement:(SEMAPscore)
☒ Increasecustomersatisfaction:
☒ Concentrateoneffortstoimprovespecificmanagementfunctions:
(list;e.g.,publichousingfinance;voucherunitinspections,
workshopsandtraining)
☒ Renovateormodernizepublichousingunits:
☐ Demolishordisposeofobsoletepublichousing:
☒ Providereplacementpublichousing:
☐ Providereplacementvouchers:
☐ Other:(list below)

- ☒ PHAGoal:Increaseassistedhousingchoices
Objectives:
☒ Providevoucher mobilitycounseling:
☒ Conductoutreacheffortstopotentialvoucherlandlords
☒ Increasevoucherpayment standards
☐ Implementvoucherhomeownershipprogram:
☐ Implementpublichousingorotherhomeownershipprograms:
☐ Implementpublichousing site -basedwaitinglists:
☐ Convertpublichousingto vouchers:
☐ Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomic vitality

- ☒ PHAGoal:Providean improvedlivingenvironment
Objectives:
☐ Implementmeasuresto deconcentratepovertybybringinghigher incomepublichousinghouseholdsin tolowerincome developments:
☒ Implementmeasurestopromoteincomemixinginpublichousing byassuringaccessforlowerincomefamiliesinto higherincome developments:
☐ Implementpublichousingsecurityimprovements:
☒ Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly, personswith disabilities)
☐ Other:(listbelow)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below) Help the persons become self-supporting by training them and helping them to obtain skills.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☒ Other: Educate our staff and the community to be sensitive to the environment around them.

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2002
[24CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

The WATERLOO HOUSING AUTHORITY (WHA) Annual Plan is comprehensive agencies plan that summarizes the planned activities and policies of the WHA for fiscal year 2002, 06.01.2002. The plan was developed as a requirement of the Quality Work Responsibility Act of 1998 (QHWRA) and developed in complete cooperation with the residents, resident advisory council, staff, and commissioners of the WHA. The Waterloo Housing Authority has revised its policies to accommodate the mandatory provisions of the QHWRA. Copies of the revised policies have been provided to the local HUD field office and are available for inspection and copying by the general public. The board of commissioners of the WHA has adopted the annual plan.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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C: comments of Resident Advisory Board or boards and explanation of PHA response (must be attached not included in PHA Plan)	tion of

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☒ FY2001 Capital Fund Program Annual Statement
- ☐ Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY2001 Capital Fund Program 5 -Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
 - A: Resident membership on PHA governing body.
 - B: membership of resident advisory board or boards.
 - C: comments of Resident Advisory Board or boards and explanation of PHA response (must be attached not included in PHA Plan)
 - D: Civil Rights Certification
 - E: Proof of Annual Audit
 - F: Organizational Chart

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered each public housing development FY 2002 Annual Plan Page 4 <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination HUD 50075 OMB Approval No: 2577 -0226 Expires: 03/31/2002
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

1.Statement of Housing Needs

[24CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ability	Size	Location
Income ≤ 30% of AMI	1372	5	5	NA	NA	NA	NA
Income > 30% but ≤ 50% of AMI	681	5	5	NA	NA	NA	NA
Income > 50% but < 80% of AMI	803	5	5	NA	NA	NA	NA
Elderly	1457	5	5	NA	NA	NA	NA
Families with Disabilities	485	1	1	NA	NA	NA	NA
BLACK	12%	5	5	NA	NA	NA	NA
ASIAN	-1%	NA	NA	NA	NA	NA	NA
AMERICAN INDIAN	-1%	NA	NA	NA	NA	NA	NA
HISPANIC	-1%	NA	NA	NA	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: FY2002
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant -Based Assistance Waiting Lists

State the housing need of the families on the PHA's waiting list/s. **Complete one table for each type of PHA -wide waiting list administered by the PHA.** PHAs may provide separate tables for site -based or sub -jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	690		167
Extremely low income <= 30% AMI	128	18.55	
Very low income (> 30% but <= 50% AMI)	389	56.37	
Low income (> 50% but < 80% AMI)	65	25.07	
Families with children	390	56.52	
Elderly families	21	3.04	
Families with Disabilities	211	38.8	
1) Race/ethnicity (w)	347	50.2	
2) Race/ethnicity (b)	338	48.9	
3) Race/ethnicity (h)	15	2.17	
4) Race/ethnicity (o)	0	0	
5) Race/ethnicity (n)	672	97.39	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	32		
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- ☒ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly

- ☒ Apply for special -purpose voucher targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special -purpose voucher targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non -profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty / minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints

- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	35,940	
b) Public Housing Capital Fund	82,246	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant -Based Assistance	3,737,013.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	25,000	
g) Resident Opportunity and Self - Sufficiency Grants		

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
h) CommunityDevelopment BlockGrant	1,955.525	Housingrehab, Emergencyrepairs ADAAccessibility Target/ Neighborhood Improvements.
i) HOME	1,050,030.00	HousingNew Construction,Rehab. Homeownershipand TBRA
OtherFederalGrants(listbelow)		
EDI -SpecialPurposes	500,000	HousingRehab
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
Section8FSSFY2001	46,990	CaseManagement costsforFamilySelf SufficiencyProgram
Section8HOPEforElderly	40158	Casemanagement coststomaintainthe frailElderlyintheir homes
3.PublicHousingDwelling RentalIncome	144,000	Operatingcostof maintainbuilding
4.Otherincome (listbelow)		
4.Non -federalsources (list below)		
InterestonSection8Reserves	50,000	EMADownpayment Asst.Grants
Totalresources	9,617.427	

3.PHAPoliciesGoverningEligibility,Selection,and Admissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

(1)Eligibility

a.WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(select allthatapply)

- ☐ Whenfamiliesarewithinacertainnumberofbeingofferedaunit: (state number)
- ☒ Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(When tenantcometothetopofthewaitinglist)
- ☐ Other:(describe)

b.Whichnon -income(screening)factorsdoesthePHAusetoestablish eligibilityforadmissiontopublichousing(selectallthatapply)?

- ☒ CriminalorDrug -relatedactivity
- ☒ Rentalhistory
- ☒ Housekeeping
- ☐ Other(describe)

c. ☒ Yes ☐ No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d. ☐ Yes ☒ No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes ?

e. ☐ Yes ☒ No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(EitherdirectlyorthroughanNCIC - authorizedsource)

(2)WaitingListOrganization

a.WhichmethodsdoesthePHAplantouse toorganizeit'spublichousing waitinglist(selectallthatapply)

- ☒ Community-widelist
- ☐ Sub-jurisdictionallists
- ☐ Site-basedwaitinglists
- ☐ Other(describe)

b.Wheremayinterestedp ersonsapplyforadmissiontopublichousing?

- ☒ PHAmainadministrativeoffice

- ☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?
3. ☒ Yes ☐ No: May families be on more than one list simultaneously? If yes, how many lists? 2
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☒ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - ☐ One
 - ☒ Two
 - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4)AdmissionsPreferences

a. Income targeting:

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions?
(list below)

- ☐ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: (list below)

c. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)?
(If "no" is selected, skip to subsection **(5)Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing
Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA - resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Anytime family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site -based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and development targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income -mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug -related activity only to the extent required by law or regulation
 - ☐ Criminal and drug -related activity, more extensively than required by law or regulation
 - ☐ More general screening than criminal and drug -related activity (list factors below)
 - ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
 - ☒ Other (eviction notices, utility disconnects, and non-compliance notices for previous lease violations, and any public information in the file on criminal or drug -related activity such as newspaper clippings and court records. Anything that's public knowledge).

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant assistance waiting list merged? (select all that apply)
- ☒ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project -based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)
- ☒ PHA main administrative office
 - ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Upon request in advance of the voucher expiration are granted if the family indicates an effort is being made to locate a unit.

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant -based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Householdsthatcontributetomeetingincomegoals(broadrangeof incomes)
- ☐ Householdsthatcontributetomeetingincomerequirements(targeting)
- ☐ Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- ☐ Victimsofreprisalsorhatecrimes
- ☒ Otherpreference(s)(listbelow)
Elderlyordisabledsinglesbeforeothersingles.

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga “1”in thespace thatrepresentsyourfirstpriority,a “2”intheboxrepresenting your secondpriority,andsoon. Ifyougiveequalweighttooneormoreof these choices(eitherthroughanabsolutehierarchyorthroughapoint system),placethe samenumbertoeach.Thatmeansyoucanuse “1” morethanonce, “2”more thanonce,etc.

1 Date andTime

FormerFederalpreferences

InvoluntaryDisplacement(Disaster,GovernmentAction,Actionof HousingOwner,Inaccessibility,PropertyDisposition)
Victimsofdomesticviolence
Substandardhousing
Homelessness
Highrentburden

Otherpreferences(selectallthatapply)

- ☐ Workingfamiliesandthoseunabletoworkbecauseofageordisability
- ☐ Veteransandveterans’families
- ☐ Residentswholiveand/orworkinyourjurisdiction
- ☐ Thoseenrolledcurrentlyineducational,training,orupwardmobility programs
- ☐ Householdsthatcontributetomeetingincomegoals(broadrangeof incomes)
- ☐ Householdsthatcontributetomeetingincomerequirements(targeting)
- ☐ Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- ☐ Victimsofreprisalsorhatecrimes
- ☐ Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwiththeequalpreferencestatus,howare applicantsselected?(selectone)

- ☒ Dateandtimeofapplication
- ☐ Drawing(lottery)orotherrandomchoicetechnique

5.If the PHA plan to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensure that the PHA will meet income -targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- ☒ Through published notices
☒ Other (list below) the information is provided to local support services agencies for referral to their clients in the form of meetings and printed materials.

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent setting policies for income based rent in public housing. Income based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☒ At family option
- ☒ Anytime the family experiences an income increase
- ☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☒ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C (2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	52	2
Section 8 Vouchers	900	180
Section 8 Certificates	Merger underway	COMPLETED
Section 8 Mod Rehab	0	NA
Special Purpose	50 Mainstream FY'02	5
Section 8 Vouchers (list individually)	50 Mainstream FY'02	5
Public Housing Drug Elimination Program	52 Public Housing FY Gun buyback	2

(PHDEP)	program	
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Continued occupancy and Admissions (ACOP) Policy

Designation Plan

Family Self Sufficiency Action Plan

Section 5(h) Homeownership Plan

Bloodborne Diseases Policy

Capital Improvement Plan

Disposition Policy

Drug Free Workplace Policy

Facilities Use Policy

Grievance Policy

Hazardous Materials Policy

Maintenance Policy

Natural Disaster Response Guidelines

Pest Control Policy

Pet Policies for Elderly and Proposed Policy for Family

Houses

Procurement Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Family Self Sufficiency Action Plan

Bloodborne Diseases Policy

Community Service and Self Sufficiency Policy
 Criminal, Drug Treatment, and Registered Sex Offender
 Classification Records Management Policy
 Disposition Policy
 Drug Free Workplace Policy
 Equal Housing Opportunity Policy
 Investments Policy
 Natural Disaster Response Guidelines
 Section 8 Downpayment Assistance Program
 Section 8 Tenant Based Informal Review and
 Informal Hearing Procedure

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to
 complete component 6. Section 8 - Only PHAs are exempt from sub -component
 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures
 in addition to federal requirements found at 24CFR Part
 966, Subpart B, for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact
 to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for
 applicants to the Section 8 tenant -based assistance
 program and informal hearing procedures for families
 assisted by the Section 8 tenant -based assistance
 program in addition to federal requirements found at 24
 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR** at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2) Annual Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional annual Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program annual Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☐ The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert there)

B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide response to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed -finance development activities for public housing in the Plan year? If yes, list developments or activities below:

☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input type="checkbox"/>
3. Application status (select one)	
Approved	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>

4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submission may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Ridgeway Towers
1b. Development (project) number: IA05003
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/>

Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously approved Designation Plan? Previously designated elderly and disabled. Recently designated elderly only, 62 and over.
6. Number of units affected: 50 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete at least one streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: Ridgeway Towers 1b. Development (project) number: IA05003
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input checked="" type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input checked="" type="checkbox"/> Conversion Plan approved by HUD on: (Not sure? April 1998 -99) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input checked="" type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input checked="" type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFR Part903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredto complete11A.

1. ☒ Yes ☐ No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAund eranapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oran approvedHOPE lprogram(42U.S.C.1437aaa)orhas thePHAappliedorplantoapplytoadministerany homeownershipprogramsundersection5(h),theHOPEI program,orsection32 oftheU.S.HousingActof1937 (42U.S.C.1437z -4).(If“No”,skiptocomponent11B;if “yes”,completeoneactivitydescriptionforeach applicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **high performingPHA** status.PHAscompletingstreamlined submissionsmayskiptocomponent11B.)

2.ActivityDescription

- ☐ Yes ☒ No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**Public HousingAssetManagementTable?(If“yes”,skipto component12.If“No”,completetheActivityDescription tablebelow.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants

- ☐ 51 to 100 participants
☐ more than 100 participants

b. PHA - established eligibility criteria

- ☐ Yes ☐ No Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
 If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24 CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? In the process of trying to work something out with DHS.

If yes, what was the date that agreement was signed?
DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self -sufficiency services and program to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare -to-Work voucher program
☐ Joint administration of other demonstration program
☒ Other (describe)

B. Services and programs offered to residents and participants

(1)General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☒ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/PHA main office/other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self Sufficiency – Section 8	105	Waiting list	PHA main office	Section 8 participants
Family Self Sufficiency – Section 8	68	Specific Criteria for Admission	PHA main office	Public Housing Resident

Section8 mainstreamfor Personswithdisabilities	100	Section8 Pref.Waiting list	PHAmainoffice	Section8 applicant
HOPEforElderly Independence	15	Needbased sec8waiting list	PHAmainoffice	
CongregateHousing ServicesProgram.	0	Needbased	Development Office	
Section8DownPayment Assistance Homeownershipprogram.	10-15 per year	Needbased	Eastside Ministerial allianceoffice	Low/mod incomefamily
Section5(h) Homeownershipprogram	5per year	AsFSS Family movesor canaffordto buy	PHAmainoffi ce	FSSPublic HsgorFSS Section8 resident

(2)FamilySelfSufficiencyprogram/s

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberof Participants (StartofFY2002 Estimate)	Actual Numberof Participants (Asof:04/01/02)
PublicHousing	0	0
Section8	70	96

- b. ☐ Yes ☐ No: IfthePHAisnotmaintainingtheminimumprogramsizerequiredbyHUD,doesthemostrecentFSSActionPlanaddressthesteps thePHAplanstotaketoachievetleasttheminimumprogramsizelast?
Ifno,liststepsthePHAwilltakebelow:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies at this point working on an MOA with the Department of Human Services
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti

- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/antidrug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime -and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)

2. Which developments are most affected? (list below)

C.CoordinationbetweenPHAandthepolice

1.DescribethecoordinationbetweenthePHAandtheappropriatepolice precinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectall thatapply)

- ☐ Policeinvolvementindevelopment,implementation,and/orongoing evaluationofdrug -eliminationplan
- ☐ Policeprovidocrimedatatohousingauthoritystaffforanalysisand action
- ☐ Policehaveestablishedaphysicalpresenceonhousingauthority property(e.g.,communitypolicingoffice,officerinresidence)
- ☐ Policeregularlytestifyinandotherwisesupportevictioncases
- ☐ PoliceregularlymeetwiththePHAManagementandresidents
- ☐ AgreementbetweenPHAandlocallawenforcementagencyfor provisionofabove -baselinelawenforcementservices
- ☒ Otheractivities(listbelow)participatedinagunbuybackprogram

2.Whichdevelopmentsaremostaffected?(Listbelow)

D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeeting specifiedrequirementspriortoreceiptofPHDEPfunds.

- ☒ Yes ☐ No:Is thePHAeligibletoparticipateinthePHDEPinthefiscal yearcoveredbythisPHAPlan?
- ☒ Yes ☐ No:Has thePHAincludedthePHDEPPlanforFY2002inthis PHAPlan?
- ☒ Yes ☐ No:ThisPHDEPPlanisanAttachment.(AttachmentFilename: ____)

14.RESERVEDFORPETPOLICY

[24CFR Part903.79(n)]

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsof
CompliancewiththePHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17.PHAAssetManagement

[24CFRPart903. 79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long -term asset management of its public housing stock, including how the Agency will plan for long -term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management
☐ Development-based accounting

- ☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached as Attachment (Filename) Resident Advisory Board comments

☐ Provided below:

Minutes from Ridgeway Towers Tenants Meeting

Comments for the Public Housing Plan - Guide to Policy and Procedures

B. Date of next term expiration of governing board member: November 2004

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): The governing board selected official plus two of tenants. One from the Section 8 program and one from Public Housing.

Required Attachment: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.

Comments for the Public Housing Plan - Guide to Policy and Procedures

1. Do you have suggestions for improvements in the public housing program?

Ridgeway Towers Meeting,
225 West Ridgeway, Waterloo
Meeting Began at 9:00am
January 25, 2002

Attached are the resident minutes from the Resident Advisory board meeting held at Ridgeway Towers on January 25th, 2002 9:00a.m.
Minutes from Ridgeway Towers Tenants Meeting
Present: Jerry Blanchard, Dorothy Wiley, Jennifer Kramer, Alma Sprague, Wendy Ecklund, Claire White, Geneva Rogers, and Barbara Kugel.

Ethel opened the meeting letting the tenants in attendance know that Pat Heidt is their representative on the Governing Board in their building and if they have any questions or concerns to let Pat know so that these can be brought to her attention or the Board.

Ethel advised the tenants know that we are obtaining closed bids for putting thermostats and air conditioners in each of the individual apartments. No date has been determined yet as to when this will be completed. We are hoping by next fall or winter.

Ethel advised that she has spoken with the Garbage Removal company and that if it is needed for the garbage to be removed more than once per week that we can call them and they will have someone come out to empty it.

Ethel also said that if anyone has access to a computer that they might want to check out our website. She also said that we have a advertisement rolling on the Public Access Cable channel, in which changes and updates will be made frequently.

1. Do you have suggestions for improvements in the public housing program?

Open Discussion from the Tenants:

Can we look into finding chairs that are easier to slide on the carpet in the Community Room? We will look into different chairs or rebuilding the rubber tips on the legs of the chairs.

Is there anything that can be done regarding the fire door that close when the electricity goes off? They close too fast and if there is anyone in the way they could possibly get hurt.

Possible

Ethel will check with the Fire Marshal to see if there is anything that can be done.

Can something be done with the Alarm to help the hearing impaired? Mr. J. suggested they could also assign someone on each floor that could help notify the people on their floors.

Ms. L. said that she needs her apartment to be more handicaps accessible and also the restrooms in the first floor hallway.

Questions were brought up regarding the garbage dumpster.

Suggested remedies

It was suggested that when you do put garbage in the dumpster if you could toss it toward the back of the bin. This will help so that everything doesn't stack up right at the front, which can cause problems with sliding the front door and getting other garbage sacks into the bin.

It was also suggested that for those that are unable (disabled) to get out of the door to the dumpster, they could place their bags of trash near the door and someone could take them out with theirs.

Capital Improvements –

Ethel talked about wall-mounted thermostats and installing new window air conditioners and a new boiler. Tenants agreed.

Ethel also talked about some of the goals that have been met in the past year such as, repairing the cracked concrete, new washers and dryers, and the height of the drain in the parking lot. We will have to see what the funding source is going to be in the future.

Section 8 participants meeting
The meeting began at 3:00pm
620 Mulberry Street, Waterloo
Date: January 28th, 2002

Present Connie Neuman, Janet Wessels, Gladys Rainey, Wanda Hill, Julie Snider, Julie Kime and Ethel Washington.

We talked suggestions to enhance the image of the Waterloo Housing Authority. One of the tenants asked if there could be another program to teach people how to be better tenants?

Can there be a program to help the landlords accept tenants.

Ethel suggested that we can do more tenant outreach and landlord outreach. Ethel asked if the tenants felt the line of communication between the tenant and the Housing Authority was sufficient or if there was something more we could do to improve to the tenant's satisfaction?

Are there any changes you would like to see to enhance the program itself? The tenants responded to the first question by vocalizing that they feel the communication line is fine. However, the tenants repeated that there should be another program to teach people how to be better tenants?

2. What do you like about the program?

The program is set up to help low-income people and I think it does a good job with this.

Ethel asked if the tenants would like to see a section 8 homeownership programs?

The tenants replied they can always use another program to help with homeownership, however, there is a couple of programs in the area such as, the Waterloo Housing Authority/East Side Ministerial Alliance Down Payment Program.

Ethel thanked the Residents for attending the meeting. The Residents thanked Ethel for this type of meeting and letting them voice their concerns.

Notes taken by Janet Wessels

Meeting adjourned at 4:30pm

3. In what manner did the PHA address those comments? (Select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments. List changes below: See comment in meeting.
- ☒ Other: (list below) some of the concerns are being addressed and others should already be addressed.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2 (b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub -component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☒ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☒ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☒ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (Waterloo Iowa)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of need on families in the jurisdiction on the need expressed in the Consolidated Plan/s.

- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan Agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan Agency during the development of this PHA Plan.

- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

3.

4. PUBLIC HOUSING STRATEGY

The Waterloo Housing Authority is a quasi-political subdivision of the state of Iowa. The city of Waterloo oversees the work of the Waterloo Housing Authority. (The city council for the city of Waterloo serves as the Authority Board or Commissioners)

The authority's goal is to facilitate the gradual upgrading of the existing rental housing stock in the community and the availability of decent, safe and sanitary housing at a affordable rate to very low-income families. It is the authority's policy to assist families in private units through Section 8 assistance and through rehabilitation, rather than build additional public housing units.

The authority's participation is predicated on the belief that the program will encourage and promote better housing and economic conditions for very low-income families residing within the city of Waterloo. Because of the rental assistance provided by the program, the individual families' economic situation will be improved by allowing a reallocation of financial resources from housing to other necessary expenses that must be met.

It is believed that the program provides adequate incentives for private owners of existing rental dwelling units in the city of Waterloo to maintain and or upgrade their rental units to comply with the US Department Of Housing And Urban Development "Housing Quality Standards" in order to participate in the program.

The WATERLOO HOUSING AUTHORITY will :

- 1) Manage and administer housing programs consistent with local, state and federal law.
- 2) Improve and maintain the existing affordable housing stock
- 3) Generate and maintain board based financial, staff and community support for affordable housing programs such as HOPE for the elderly independence FSS, Mainstream, and Welfare to work.
- 4) Plan and develop rehabilitation housing assistance programs for target populations

- 5) Evaluate ongoing housing programs in order to improve service delivery
- 6) Advocate or initiate social service programs that encourage resident empowerment, independent living and self sufficiency;

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

City of Waterloo's Audit - Available at the city clerk's office or housing authority office

Consolidated Plan - Available at the city clerk's office or housing authority office

Use this section to provide any additional attachments referenced in the Plans.

PHAPlan TableLibrary

Component7 CapitalFundProgramAnnualStatement PartI,II,andII

AnnualStatement CapitalFundProgram(CFP)PartI:Summary

CapitalFundGrantNumber IA05P050101FFYofGrantApproval: (06/30/2001)

☒ OriginalAnnualStatementREVISEDSTATEMENT

LineNo.	SummarybyDevelopmentAccount	TotalEstimated Cost
1	TotalNon -CGPFunds	
2	1406Operations	\$8229.00
	1408ManagementImprovements	\$8229.00
4	1410Administration	\$8229.00
5	1411Audit	
6	1415LiquidatedDamages	
7	1430FeesandCosts	
8	1440SiteAcquisition	
9	1450SiteImprovement	
10	1460DwellingStructures	
11	1465.1DwellingEquipment -Nonexpendable	\$57,609.00
12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	AmountofAnnualGrant(Su moflines2 -19)	\$82,296.00
21	Amountoffline20RelatedtoLBPActivities	
22	Amountoffline20RelatedtoSection504Compliance	
23	Amountoffline20RelatedtoSecurity	
24	Amountoffline20RelatedtoEnergyConservation Measures	

Annual State ment
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IA05003	Administrative	1410	\$ 822900
IA05003	Operations	1406	\$8229.00
IA05003	Ridgeway Towers site improvement	1440	\$57,609.00
IA05003	Management Improvements	1408	\$ 8229.00

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsOblig ated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
IA05007	4/2002	05/2004

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFPPProjects				
Optional5 -YearActionPlanTables				
Developme ntNumber	DevelopmentName (orindicatePHAwide)	Number Vacant Units	%Vacancies inDevelopment	
DescriptionofNeededPhysicalImprovementsor ManagementImprovements			Est'dCost	PlannedStart Date (HAFiscal Year)
<p>TheRidgewayTowerswillhavenewThermostatsand airconditioningunitsputintoEachapartment.</p> <p>Tofurnishfifty -EightIslandairemodelthruwallair conditioners.Thisalsoincludesinstallingfifty -twowall - mountedthermostatsandwiringthemtotheair conditioner.</p> <p>BoilerputintoRidgewaytowe rs</p>			<p>\$122,000</p> <p>\$80,000</p>	09/01/02
TableLibrary				

OptionalPublicHousingAssetManagementTable

SeeTechnicalGuidanceforinstructions ontheuseofthistable,includin informationto be provided.

PublicHousingAssetManagement							
Component cation	ActivityDescription						
Numberand Typeofunits	CapitalFundProgram PartsIIandIII Component7a	Development Activities Component7b	Demolition/ disposition Component8	Designated housing Component 9	Conversion Component 10	Home- ownership Compone nt11a	Other (describe) Component 17
50 Elderly	RidgewayTowers -newair conditionersandthermostats.	NA	NA	NA	NA	NA	NA
IA05003	SiteImprovements	NA	NA	NA	NA	NA	NA

PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075 - PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 25,000

B. Eligibility type (Indicate with an "x") N1 ☐ x ☐ N2 ☐ R ☐

C. FFY in which funding is requested

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

E. Target Areas

Complete the following table by indicating each PHDEPT Target Area (development or site where activities will be conducted), the total number of units in each PHDEPT Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEPT Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEPT Target Area(s)
Ridgeway Towers	50	
Scattered sites	03	68,000

F.DurationofProgram

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

12Months____18Months____24Months__x__

G.PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balance should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Dates should include any HUD -approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extension or Waivers	Grant Start Date	Grant Term End Date
FY1995	NA					
FY1996	NA					
FY1997	NA					
FY1998	NA					
FY2001	\$25,000	IA05DEP0500101	\$19108.00	0	12/08/01	1/2004

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

The Waterloo Housing Authority in conjunction with the Waterloo Police Department will participate in the Gun Buyback program. The program is instrumental in helping to take unwanted guns off the streets of public housing communities. Through the gun buyback, individuals may turn in firearms to local police departments working in conjunction with Public Housing Authorities.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY2002 ____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9115 - Special Initiative	\$25,000
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$25,000

9110 –ReimbursementofLawEnforcement					TotalPHDEPFunding:\$25.000.00		
Goal(s)							
ProposedActivit ies	#of Persons Served	Target Population	StartDate	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	PerformanceIndicators
1.GUNBUYBACK			12/08/01	12/3103	25,000.00		
2.							
3.							

C. PHDEPPlanGoalsandActivities

Inthetablesbelow,provideinformationonthePHDEPstrategysummarizedabovebybudgetlineitem. Eachgoalandobjectiveshouldbenumbered sequentiallyforeachbudgetlineitem(whereapplicable). Useasmanyrowsasnecessarytolistproposedactivities(additionalrowsmaybeinsertedinthe tables).PHAsarenotrequiredtoprovideinformationinshadedboxes.Informationprovidedmust be concise—nottoexceedtwosentencesinanycolumn.TablesforlineitemsinwhichthePHAhasno plannedgoalsoractivitiesmaybedeleted.

9115 -SpecialInitiative					TotalPHDEPFunding:\$25,000		
Goal(s)	Tobuybackguns,andtogivepeopletheopportunity,foralimitedperiodoftime,toexchange theirgunsforsomethingofvalue.						
Objectives	TokeeptheCitizenssaferinthecommunityandtoprovideamoreprotectedenvironment.To reducetheavailabilityofguns.						
ProposedActivities	#of Persons Served	Target Populati on	StartDate	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/ Source)	PerformanceIndicators
1.Gunbuyback,inconjunction withtheWate rlooPolice Department.			04/01/02	1/01/04	\$25,000		Takegunsoffthestreets,and outofthehomestoprotectthe citizensinthecommunity
2.							
3.							

9116 -GunBuybackTAMatch					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
Proposed Activities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9120 -SecurityPersonnel					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9130 –EmploymentofInvestigators					TotalIPHDEPF unding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9140 – VoluntaryTenan tPatrol					TotalIPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9150 - PhysicalImprovements					TotalIPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount /Source)	PerformanceIndicators
1.							
2.							

9170 -DrugIntervention					TotalIPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							
3.							

9180 -DrugTreatment					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

					TotalPHDEPFunds:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

DATE: January 10, 2002

TO: Section 8/Public Housing Residents Resident Advisory Board

MEETING NOTICE

WHERE: Waterloo Housing Authority
Second Floor Conference Room
620 Mulberry Street
Waterloo, IA

WHEN: Monday, January 29, 2002

TIME: 3:00-5:00 PM

PURPOSE: Discussion of the Section 8 Housing Program's mission and to get your input. The Authority needs to know how the housing needs of low income families or the disabled are being met now, what areas have improvements that could be made and your priorities for types of housing programs the authority should be looking into in the next years. This discussion will be used to shape the Comprehensive Agency Annual.

Issues to think about are a) How do people find out about the program and should it be advertised more? b) what could be done to make it easier for persons to apply for programs within the Housing Authority such as Family Self Sufficiency? c) Should the Authority continue in the area of self sufficiency programs or should the priority change to assisting the homeless, homeownership programs, or creating more rental housing, etc.? 4) What suggestions do you have for enhancing the image of the Waterloo Housing Authority? 5) Are you satisfied/disatisfied with the communication line between the Waterloo Housing Authority and yourselves? 6) What

are some of the changes you would like to see in the Section 8/Public Housing Programs? If the discussion goes well, the meeting may possibly end earlier than indicated above. However, if as a group, it may be determined that another meeting is needed, a second meeting will be scheduled.

Thank you for your willingness to participate in this process.

Sincerely,

Director, Waterloo Housing Authority

Ethel Washington

ATTACHMENT:I

CIVILRIGHTSCERTIFI CATION

The WATERLOO Housing Authority does hereby agree and certify that it will carry out this PHA Plan (Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

Ethel Washington

Executive Director

04/14/02

Date

ATTACHMENT II

ANNUAL AUDIT

We are unable to comply with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register) concerning the annual audit. The reason for this situation is we received less than \$300,000 in Federal funds last fiscal year and are therefore excluded from the Single Audit Act. We do not have an audit of last year's fiscal activities. Instead, we are submitting a copy of HUD -52599, Statement of Operating Receipts and Expenditures. This is the only thing we have to submit in our situation.

Ethel Washington

Executive Director

04/14/02

Date

February 5, 2002
Governing Board
715 Mulberry Street
Waterloo, Iowa 50703

Dear Governing Board Members:

SUBJECT: Authorization to publish a notice of a Public Comment Period for the Waterloo Housing Authority fiscal year 2002 Agency Plan

This is a written request for authorization to publish a notice of a 45-day public comment period for the Waterloo Housing Authority fiscal year 2002 Agency Plan to be published in the Waterloo Courier on February 10 and the 12th of, 2002. The Agency Plan and related materials will be placed at the City Clerk's Office, the Waterloo Public Library and the Housing Authority's Office for review by the public from February 8 - April 11, 2002.

At a later date, a request will be made to set the date of a Public Hearing for April 16, 2002 at a regular board meeting to consider public comments on the Agency Plan. Following the Public Hearing, if there are public's comments they will be compiled. The board will consider the public comments as they review the Plan and make revisions as needed. On April 16, the Plan will be placed on the board's agenda for approval and submission via the Internet to the Dept. of Housing and Urban Development by no later than April 20, 2002.

These steps are part of the requirements of Section 511 of the Quality Housing and Work Responsibility Act final rule published October 21, 1999. In addition to the Public Comment provisions described above, the Authority has met with Public Housing and Section 8 residents to get their input on policies described by the Agency Plan. All members of the housing staff have met to provide their input.

The written comments of the Authority residents, the staff and the notice to appear in the Waterloo Courier are attached for your information. If you have any questions or require additional information, please contact Ethel Washington at 233-0201.

Respectfully,

WATERLOO HOUSING AUTHORITY

Ethel Washington, Executive Director

NOTICE OF PUBLIC COMMENT PERIOD
FOR THE WATERLOO HOUSING AUTHORITY
FISCAL YEAR 2002 AGENCY PLAN

The public is invited to review and comment on the Waterloo Housing Authority Agency Plan for the Public Housing Program and the Section 8 tenant based Housing Choice Voucher Program for FY 2002. The Agency Plan will be submitted to the Department of Housing & Urban Development prior to April 20, 2002.

The Agency Plan is available for review in three (3) locations:

- 1) The Waterloo Housing Authority Office, Carnegie Annex, 620 Mulberry Street, and
- 2) The City Clerk's Office, City Hall, 715 Mulberry Street, Waterloo, IA 50703; and
- 3) The Waterloo Public Library, 2nd Floor Information Desk, 415 Commercial Street, Waterloo, Iowa 50701

The 45-day comment period will begin February 10, 2002 and will end April 11, 2002. Written comments may be submitted to the Housing Authority at any time during the comment period and will be incorporated into the final document. Comment and/or questions may be directed to Ethel Washington, Waterloo Housing Authority, Carnegie Annex, 620 Mulberry Street, Waterloo, Iowa 50703 and at phone #233-0201 V/TDD.

The Waterloo Housing Authority will hold a public hearing at a regular board meeting on Tuesday April 16, 2002 at 7:30 AM in the City Council Chambers of City Hall, 715 Mulberry St, Waterloo, IA, for the purpose of receiving comments from the public on the Waterloo Housing Authority Agency Plan for the Public Housing Program and the Section 8 tenant based Housing Choice Voucher Program for FY 2002.

By order of

Janet Wessels
Bookkeeper

Please provide four(4)Affidavits and billing to: Waterloo Housing Authority
620 Mulberry St. Waterloo, IA 50703

FOR PUBLICATION Sunday, February 10, 2002 and Tuesday, February 12, 2002 in the
COURIER LEGAL NOTICE SECTION

WATERLOO

DearMs.Down:

IrevisedmyPHAPlanandamsendingittoyouviaInternetexplorer.

Thanks,

Ethel Washington,WATERLOOHOUSINGAUTHORITY